

**NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES  
WIC PROGRAM**

**POLICY AND PROCEDURE MANUAL**

**Policy & Procedure Number: 1.18**

**Effective Date: April 29, 2009**

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**Functional Area: I. VENDOR MANAGEMENT**

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**Subject: Automated Clearinghouse - ACH Reimbursement**

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**A. POLICY:**

The State Agency (SA) shall issue an authorization agreement for direct credits to each vendor that is enrolled on the WIC program (See Attachment 1.18A). This agreement is a requirement for vendors to receive partial payment on rejected WIC checks that exceed the vendor's peer group maximum amount. The rejected WIC checks shall be submitted to the vendor with a message stamped on it **Over Maximum Amount an ACH \$ credit will apply Do Not Redeposit.**

**B. PROCEDURES:**

1. A Vendor with WIC checks that exceed the vendor's peer group maximum amount will be reimbursed with the vendor's peer group average for the specific check. **For Cash Value Vouchers the vendor will receive the not to exceed amount on the Cash Value Voucher.**
2. The rejected WIC check or **Cash Value Voucher** will be submitted to the vendor with **Over Maximum Amount ACH \$ credit will apply Do Not Redeposit stamped on the checks.**
3. The Vendor will receive credit weekly in the amount of the vendor's peer group average for WIC checks that exceed the vendor's peer group maximum. For the Cash Value Voucher the vendor will receive the not to exceed amount printed on the Cash Value Voucher.
4. The Vendor must complete the authorization agreement form with the vendor application.
5. A Vendor shall not submit WIC checks **or Cash Value Vouchers** rejected for over the maximum amount to the state for approval.

Attachment

1.18A Authorization Agreement for Direct Deposit (ACH) Credits